



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD JOB OPPORTUNITY

DATE: April 18, 2006

POSITION: **Office Technician (Typing)** Permanent Full Time or
Office Assistant (Typing) Permanent Full Time

Position Action #56-280

SALARY: \$2510 – 3050 Office Technician (T)
\$2003 – 2435 Office Assistant (T) Range A
\$2172 – 2641 Office Assistant (T) Range B

LOCATION: **CUIAB Appeals Board**
2400 Venture Oaks Way, Suite 300
Sacramento, CA 95833

POSITION DESCRIPTION:

Under general supervision, performs complex clerical work, which includes general typing and other work as required. The position requires a high degree of initiative, independence and originality involving a wide variety of responsibilities.

- Answer telephone inquiries from public and for Executive staff, duplicate tapes, transcripts and exhibits.
- Receive and process appeals; file cases on shelves.
- Scan documents to e-files; sort and deliver mail to all levels of staff.
- Send copies of requested items to parties; serve documents on opposing parties by mail.
- Close out cases at closing desk; archive closed cases. Process correspondence on open cases; process faxed documents; assign cases to administrative law judges.
- Purge closed cases; operate copy machine and other office equipment.
- Use computer to create standard letters and legal documents.
- Generate daily reports for appropriate job function.
- Order supplies and perform other clerical work as required.

WHO SHOULD APPLY:

Persons who are reachable on the current CUIAB Office Technician (Typing) list or who are currently in the class of Office Technician (Typing), or Office Assistant (Typing) or other classes within transfer range. SROA and surplus employees will be given first consideration.

SUBMIT APPLICATION

(Form 678) to: **CUIAB, Administrative Services**
Attn: Ingrid Azvedo, Human Resources Analyst
2400 Venture Oaks Way, Ste. 400, Sacramento, CA 95833

CONTACT: For more information about this position, contact:
Ana Ibarra, LSS II
Phone: (916) 263-6840

FINAL FILING: **April 25, 2006**

CUIAB is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.